

**United States Bankruptcy Court, District of Colorado**  
**721 19<sup>th</sup> Street**  
**Denver, CO 80202**  
**[www.cob.uscourts.gov](http://www.cob.uscourts.gov)**

**Job Announcement Number: 2012-03-USBC**

**Position Title: Clerk of Court**

**Judicial Salary Plan Grade Level: JSP 16 - JSP 17**

**Salary Range: \$143,157 - \$165,300 (Pay Table 58)**

**Preferred start date December 3, 2012 (to support the orderly transition of responsibilities from outgoing to incoming unit executive); however, no later than January 7, 2013.**

**Opening Date: June 21, 2012**

**Closing Date: July 27, 2012 (close of business)**

**Court Information**

The United States Bankruptcy Court for the District of Colorado is comprised of five active bankruptcy judges who are located in Denver.

**Position Overview**

The Court is seeking a senior level executive with experience as an administrator of a diverse and innovative organization to serve as the Bankruptcy Court's Clerk of Court. Exceptional communication and interpersonal skills, along with a proven record of leadership and accomplishment, are required, preferably in a court or law-related environment. The Clerk of Court for the U.S. Bankruptcy Court for the District of Colorado works in collaboration with the Chief Bankruptcy Judge, the Judges of the Bankruptcy Court, the Chief District Judge, the Clerk of the U.S. District Court, and the Chief U.S. Probation Officer.

**Position Duties and Responsibilities**

The Clerk of Court, who serves at the pleasure of the Court, is appointed by the bankruptcy judges pursuant to 28 U.S.C. § 156(b) and has overall management authority and responsibility for the non-judicial components of the Court. The Clerk occupies the highest-level non-judicial position in the Court and works closely with the Chief Bankruptcy Judge in assuring that the administrative and operational needs and expectations of the Court are effectively and efficiently met. The Clerk supervises a staff of 70 Clerk's Office employees and provides operational support to five bankruptcy judges. The Clerk is also responsible for providing administrative support services in the areas of human resources, systems technology, space, facilities, budget and court staff. The Clerk serves as the Court's liaison and works cooperatively with federal and local government agencies, bar groups, media representatives, and the public. The Clerk of the Court oversees the performance of statutory duties of the Office of the Clerk pursuant to 28 U.S.C. §156(e) and (f).

The Clerk of Court performs duties and responsibilities which include, but are not limited to:

- working closely with the Chief Judge regarding court administration and policy;
- creating a vision of excellence through strategic planning in an environment of limited and decreasing resources;

- providing the administrative and operational infrastructure necessary to efficiently and effectively achieve the Court's mission, including hiring, assigning, and training of personnel;
- creating and maintaining a culture that values human resources and the contributions necessary to maintain a good customer service based organization;
- directing the processing of bankruptcy cases and adversary proceedings;
- promoting and maintaining the integrity of official court records in the custody of the Clerk;
- directing and overseeing the Court's property, procurement, and financial management programs, and ensuring proper oversight in the development, revision, and maintenance of internal control procedures;
- preparing and managing the Court's annual budget;
- facilitating the Court's use of technology and automation;
- analyzing and making recommendations on statutes, local rules, and procedures affecting the operation of the Court;
- directing development and administration of comprehensive emergency preparedness plans;
- coordinating and preparing statistical studies and reports as required by the Court, the Circuit, and the Administrative Office of the United States Courts; and the Judicial Conference of the United States;
- designing and managing training programs;
- serving as the Court's Public Information Officer; and
- conducting special duties as directed.

### Qualification Standards

**Education:** A bachelor's degree with an emphasis in government, judicial, public or business administration or related field is **required**. A master's degree in business, management, public or legal administration or related field or a juris doctor is **preferred**.

**Experience:** Candidates who have not earned a juris doctor degree or a master's degree must have a minimum of 10 years of progressively responsible administrative experience (e.g., financial management, space and facilities management, human resources management, oversight of information technology, and long and short range planning) in public service or business which provides a thorough understanding of organizational, procedural, and human aspects of managing an organization. At least 3 of the 10 years experience must have been in a position of substantial executive management responsibility.

Candidates who possess a juris doctor must have a minimum of 5 years of progressively responsible administrative experience (e.g., financial management, space and facilities management, human resources management, oversight of information technology, and long and short range planning) in public service or business which provides a thorough understanding of organizational, procedural and human aspects of managing an organization. At least 3 of the 5 years experience must have been in a position of substantial executive management responsibility.

Experience in the federal judiciary is preferred, with operational knowledge of the courts, office automation, including automated case management systems, and a working knowledge of the Rules of Civil Procedure (state or federal) or Federal Rules of Bankruptcy Procedure and civil proceeding case flow.

Solid organizational, problem solving, and conflict resolution, as well as solid oral and written communications skills, are strongly preferred. The successful candidate should be a leader and motivator who is able to clearly describe his or her demonstrative leadership style, vision and values.

### How to Apply

Qualified applicants are invited to submit an application packet which includes:

- A cover letter addressing how the applicant satisfies the qualifications for this position;
- a comprehensive resume of education and employment, including dates of employment, functions managed, and the number and composition of personnel supervised;

- completed Application for Judicial Branch Federal Employment form (Form AO78) available at [www.cod.uscourts.gov](http://www.cod.uscourts.gov) listed under Employment Information link; and
- a concise typewritten narrative of no more than two pages describing the applicant's leadership style, vision, values and how the applicant has provided leadership in a collaborative or team environment.

Send completed application packet (in Word, WordPerfect, or Acrobat .pdf format) to [Ronna\\_Duncan@cod.uscourts.gov](mailto:Ronna_Duncan@cod.uscourts.gov)

Applications must be sent through email (hand delivered, mailed and faxed application packets will not be accepted).

Applicants who fail to submit all required materials or who submit application materials through any other means, other than as provided above, will not be considered.

### **Procedures for Selection**

The Court will screen all applications and will invite a selected group of the best qualified applicants for a video conference interview. Based on their video conference interviews, the pool of applicants will be pared down to final interviewees who will be invited for in-person interviews. Applicants selected for the initial video conference interviews will be required to submit forthwith three letters of professional reference prior to their scheduled interviews. Travel expenses associated with interviews, if applicable, will be borne by the applicant.

### **Background Investigation**

This is an executive position within the Federal Judiciary. Employment is provisional pending the successful completion of a ten year, full field OPM background investigation and favorable suitability determination. Investigative updates are required thereafter every five years.

### **Benefits**

Federal benefits are available for review at [www.cod.uscourts.gov](http://www.cod.uscourts.gov) listed under the Employment Information link.

### **Notice to Applicants**

Employees of the United States Bankruptcy Court are not covered by the Office of Personnel Management's civil service classification system or regulations. Employees of the United States Bankruptcy Court serve under excepted appointments and are considered "at will" employees.

All application information is subject to verification. All applicants must be U.S. citizens or be eligible to work in the United States. Proof of eligibility status will be required.

Judiciary employees are required to adhere to the Code of Conduct for Judicial Employees available for review at [www.cod.uscourts.gov](http://www.cod.uscourts.gov) listed under Employment Information link.

All appointments are subject to mandatory electronic direct deposit of salary payments.

The United States Bankruptcy Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to re-publish the job announcement without prior written notice.

The United States Bankruptcy Court is an equal opportunity employer.